

Healthy Families Program (HFP) County Buy-In Work Plan & Timeline

Schedule provides for implementation by January 2007 and provides major milestones and tasks based on a monthly chronological timeline

July 2006

Project Tasks

Due Date

- √ Present updated Buy-In Work Plan & Timeline to the Board
- √ Continue CCS issue resolution process (including exploring re-insurance option)

07/19/06
ongoing

August 2006

Project Tasks

Due Date

- ◆ Initiate revisions of MOUs with County CCS Programs, if necessary
- ◆ Continue CCS issue resolution process (including exploring re-insurance option)
- ◆ Finalize contract amendment with Administrative Vendor
- ◆ Initiate development of State Plan Amendment (SPA) for C-CHIP Federal Fund Participation (FFP)
- ◆ Complete revisions of MOUs with County CCS Programs, if necessary

08/04/06
ongoing
08/30/06
08/30/06
08/30/06

Legend:

- ◆ Denotes a pending milestone or task
- √ Denotes a completed milestone or task

September 2006

Project Tasks

Due Date

- | | |
|--|----------|
| ♦ Initiate development of draft model contracts for counties | 09/04/06 |
| ♦ Report findings of actuarial study on CCS and recommendation to the Board | 09/20/06 |
| ♦ Administrative Vendor draft contract amendment to the Board for 1 st review | 09/20/06 |
| ♦ Update Board on secured private funding commitments | 09/20/06 |
| ♦ Present updated Buy-In Work Plan & Timeline to the Board | 09/20/06 |

October 2006

Project Tasks

Due Date

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|---|----------|
| ♦ Discuss contract amendments with HFP Plans (health, dental & vision) | 10/02/06 |
| ♦ Finalize business rules for Administrative Vendor | 10/02/06 |
| ♦ Initiate development of the design for the County Buy-In eligibility/case management subsystems | 10/02/06 |
| ♦ Initiate development of the design for the County Buy-In financial/case management subsystems | 10/02/06 |
| ♦ Initiate development of the HK Data Conversion Process | 10/02/06 |
| ♦ Initiate necessary modifications to the plan enrollment file layout by administrative vendor | 10/02/06 |
| ♦ Initiate development of escrow account mechanism for county funds | 10/02/06 |
| ♦ Initiate development/modifications of program materials/letters by administrative vendor | 10/02/06 |
| ♦ Initiate modifications to the program website by administrative vendor | 10/02/06 |
| ♦ Initiate development/modifications of program reporting and invoicing by administrative vendor | 10/02/06 |
| ♦ Initiate development of work instructions and scripts by administrative vendor | 10/02/06 |
| ♦ Initiate development of staff training materials by administrative vendor | 10/02/06 |
| ♦ Administrative Vendor final contract amendment to the Board for approval | 10/18/06 |

Legend:

- ♦ Denotes a pending milestone or task
- ✓ Denotes a completed milestone or task

◆ HFP Plan draft contract amendments to the Board for approval	10/18/06
◆ Present updated Buy-In Work Plan & Timeline to the Board	10/18/06
◆ Finalize and secure private funding sources to assist funding implementation	10/31/06
◆ Administrative Vendor contract amendment signed and executed	10/31/06
◆ Distribute HFP Plan contract amendment packages to health plans for rate and contract language feedback	10/31/06
◆ Finalize County model contract and distribute to counties	10/31/06

November 2006

Project Tasks

Due Date

◆ Initiate contractor system testing of Administrative Vendor modifications	11/01/06
◆ Initiate contractor system testing of Data Conversion Process	11/01/06
◆ Receive returned signed contracts from participating Buy-In counties	11/01/06
◆ Present updated Buy-In Work Plan & Timeline to the Board	11/15/06
◆ Complete contractor system testing of Administrative Vendor modifications	11/30/06
◆ Complete contractor system testing of Data Conversion Process	11/30/06
◆ Complete work instruction and scripts by administrative vendor	11/30/06
◆ Complete staff training materials by administrative vendor	11/30/06

Legend:

- ◆ Denotes a pending milestone or task
- ✓ Denotes a completed milestone or task

December 2006

Project Tasks

Due Date

♦ Initiate new training of administrative vendor staff for Buy-In	12/01/06
♦ Initiate State acceptance testing of Administrative Vendor modifications	12/01/06
♦ Initiate State acceptance testing of Data Conversion Process	12/01/06
♦ Present updated Buy-In Work Plan & Timeline to the Board	12/20/06
♦ Complete State acceptance testing of Administrative Vendor modifications	12/28/06
♦ Complete State acceptance testing of Data Conversion Process	12/28/06
♦ MRMIB to certify readiness for State Acceptance	12/28/06
♦ Administrative vendor completes modifications to materials/letters	12/28/06
♦ Administrative vendor completes modifications to website	12/28/06
♦ Administrative vendor completes modifications to reporting and invoicing	12/28/06
♦ Administrative vendor completes modifications for the Buy-In Toll-free line	12/28/06

January 2007

Project Tasks

Due Date

♦ County Buy-In Program Implementation	01/2007
♦ Administrative vendor transmits data for HK subscribers to the plans	01/2007
♦ Present updated Buy-In Work Plan & Timeline to the Board	01/2007

Legend:

- ♦ Denotes a pending milestone or task
- ✓ Denotes a completed milestone or task